# Regular Meeting Minutes Manistee County E911 Board Manistee County Emergency Operations Center / Zoom September 16th, 2020

#### 1). Call to Order:

The Meeting was called to order by U/S Gutowski at 9:30 am.

#### 2). Roll Call:

Members Present: U/S Gutowski, Lt. Torrey, Lt. Tabaczka, Mr. Sopha, Ms. Batzer, Chief Glass, Mr. Adams.

Members Absent: None

Also, present: None

#### 3). Approval of the Agenda:

A motion by Mr. Adams second by Ms. Batzer to approve the meeting agenda, with an addition to new business Approve 2021 budget, amend 2020 budget, and change total of bills to pay to \$240,839.67. Roll call vote was taken:

U/S Gutowski Yes Chief Glass Yes Lt. Tabaczka Yes Lt. Torrey Yes Ms. Batzer Yes Mr. Adams Yes

#### 4). Public Comment / Invited Guest:

None.

#### 5). Approval of Minutes:

A motion by Mr. Adams second by Lt. Torrey to approve the Minutes from the regular meeting of August 19<sup>th</sup> ,2020, A roll call vote was taken

U/S Gutowski Yes Chief Glass Yes Lt. Tabaczka Yes Mr. Adams Yes Mr. Sopha Yes Lt. Torrey Yes Ms. Batzer Yes

#### 6). Treasurer's Report:

Mr. Adams gave the Treasurer's report and had some amendments that were needed. A motion by Mr. Adams second by Mr. Sopha to amend the current budget to add \$50,000.00 from the fund balance to increase the budget. A roll call vote was taken.

U/S Gutowski Yes Chief Glass Yes Lt. Tabaczka Yes Mr. Adams Yes Mr. Sopha Yes Lt. Torrey Yes Ms. Batzer Yes

Mr. Adams made a motion to transfer funds from various lines into the contingency fund totaling \$80,368.46 see attachment. A roll call vote was taken.

U/S Gutowski Yes Chief Glass Yes Lt. Tabaczka Yes Mr. Adams Yes Mr. Sopha Yes Lt. Torrey Yes Ms. Batzer Yes

U/S Gutowski Mr. Sopha	Yes Yes	Chief C Lt. Tor		Yes Yes	Lt. Tabacz Ms. Batzer		Mr. A	dams	Yes	
A motion by C	hief Glass	s second b	y Lt. To	orrey to a	pprove Treasi	ure's report.	A roll call	vote was ta	aken.	
U/S Gutowski		Chief C		Yes	Lt. Tabacz		Mr. A	dams	Yes	
Mr. Sopha	Yes	Lt. Tor	rrey	Yes	Ms. Batzer	r Yes				
Mr. Adams m	ade a moti	on second	d by Chie	ef glass to	approve pay	ment of the b	oills totali	ng \$240,83	9.67. a r	oll call vote wa
taken. U/S Gutowski	Yes	Chief C	Flace	Yes	Lt. Tabacz	zka Yes	Mr. A	dame	Yes	
Mr. Sopha	Yes	Lt. Tor		Yes	Ms. Batzer		WII. A	dams	103	
_	,		-							
Committee Rep										
a. Executiv	e – Did r	ot meet								
b. Finance	<ul><li>Did not</li></ul>	meet								
	el / Polic	cy — a mo	•			by Mr. Adam	as to appro	ove the Pers	sonnel C	ommittee meet
c. Personn	el / Polic f August 8 wski	cy — a mo	A roll ca	ll vote w	as taken.	t. Tabaczka	s to appro Yes	ove the Pers Mr. Ada		ommittee meet Yes
c. Personn minutes o U/S Guto Mr. Soph A motion	el / Polic f August 8 wski a Yes by U/S G	Ey — a mo Yes Lt. Tor utowski se	A roll ca Chief (crey) econd by	ll vote wa Glass Yes	as taken. Yes L Ms. Batzer	.t. Tabaczka r Yes	Yes	Mr. Ada	ams	
c. Personn minutes of U/S Guto Mr. Soph A motion 1 <sup>st</sup> , 2020.	el / Polic f August 8 wski a Yes by U/S G	ey — a mo 3 <sup>th</sup> , 2020. <i>I</i> Yes Lt. Tor	A roll ca Chief (crey) econd by	ll vote war Glass Yes Mr. Ada	as taken. Yes L Ms. Batzer	.t. Tabaczka r Yes	Yes	Mr. Ada	ms ting min	Yes
c. Personn minutes of U/S Guto Mr. Soph A motion 1 <sup>st</sup> , 2020.	el / Polic f August & wski n Yes by U/S G A roll call Gutowski	Yes Lt. Tor utowski se	A roll ca  Chief or rey econd by taken.	Il vote was Glass Yes  Mr. Ada Glass	Yes L Ms. Batzer  Ams too appro	t. Tabaczka r Yes ove the Person	Yes	Mr. Ada	ms ting min	Yes utes of Septem
c. Personn minutes of U/S Guto Mr. Soph  A motion 1st, 2020. U/S GMr. S	el / Polic f August & wski a Yes by U/S G A roll call Gutowski opha	Yes Lt. Tor utowski se vote was Yes Yes	Chief (crey) econd by taken. Chief (Lt. To:)	Il vote wa Glass Yes Mr. Ada Glass rrey Mr. Ada	Yes L Ms. Batzer  Ams too appro Yes L Yes M  Ams to approve	t. Tabaczka r Yes ove the Person t. Tabaczka Is. Batzer	Yes nnel Com Yes Yes nel Comm	Mr. Ada mittee Mee Mr. Ada	ms ting min	Yes utes of Septem
c. Personn minutes of U/S Guto Mr. Soph  A motion 1st, 2020. U/S GMr. S  A motion 2020. Wh	el / Polic f August & wski a Yes by U/S G A roll call Gutowski opha	Yes Lt. Tor utowski se vote was Yes Yes	Chief (crey) econd by taken. Chief (Lt. To:)	Glass Yes  Mr. Ada Glass rrey  Mr. Ada Deputy I	AS taken.  Yes L Ms. Batzer  Ams too appro Yes L Yes M  Ams to approv  Director. A ro	t. Tabaczka r Yes  ove the Person t. Tabaczka Ms. Batzer ve the Person	Yes nnel Com Yes Yes nel Comm	Mr. Ada mittee Mee Mr. Ada	ams ting min ams ng minu	Yes utes of Septem Yes
c. Personn minutes of  U/S Guto Mr. Soph  A motion 1st, 2020.  U/S G Mr. S  A motion 2020. Wh	el / Polic f August & wski a Yes by U/S G A roll call Gutowski opha by U/S G o met with	Yes Lt. Tor utowski se vote was Yes Yes utowski se n the Direc	Chief (cond by taken. Chief (Lt. To:econd by ctor and	Il vote war Glass Yes Mr. Ada Glass rrey Mr. Ada Deputy I	AS taken.  Yes L Ms. Batzer  Ams too approve Yes L Yes M  Ams to approve Director. A ro	t. Tabaczka r Yes  ove the Person t. Tabaczka As. Batzer ve the Person oll call vote w	Yes nnel Com Yes Yes nel Commas taken.	Mr. Ada mittee Mee Mr. Ada nittee meetin	ams ting min ams ng minu	Yes utes of Septem Yes tes of August 8
c. Personn minutes of U/S Guto Mr. Soph  A motion 1st, 2020. U/S GMr. S  A motion 2020. Wh	el / Polic f August & wski a Yes by U/S G A roll call Gutowski opha by U/S G o met with	Yes Lt. Tor utowski se vote was Yes utowski se the Direct	Chief (cond by taken. Chief (Lt. To: econd by ctor and Chief (Lt. To:	Il vote war Glass Yes Mr. Ada Glass rrey Mr. Ada Deputy I	AS taken.  Yes L Ms. Batzer  Ams too approve Yes L Yes M  Ams to approve Director. A ro	t. Tabaczka r Yes  ove the Person t. Tabaczka As. Batzer ve the Person oll call vote w	Yes  nnel Com  Yes  Yes  nel Comm as taken.  Yes	Mr. Ada mittee Mee Mr. Ada nittee meetin	ams ting min ams ng minu	Yes utes of Septem Yes tes of August 8
c. Personn minutes of U/S Guto Mr. Soph  A motion 1st, 2020. U/S GMr. S  A motion 2020. Wh	el / Polic f August & wski a Yes by U/S G A roll call Gutowski opha by U/S G o met with	Yes Lt. Tor utowski se vote was Yes utowski se the Direct	Chief (cond by taken. Chief (Lt. To: econd by ctor and Chief (Lt. To:	Il vote war Glass Yes Mr. Ada Glass rrey Mr. Ada Deputy I	AS taken.  Yes L Ms. Batzer  Ams too approve Yes L Yes M  Ams to approve Director. A ro	t. Tabaczka r Yes  ove the Person t. Tabaczka As. Batzer ve the Person oll call vote w	Yes  nnel Com  Yes  Yes  nel Comm as taken.  Yes	Mr. Ada mittee Mee Mr. Ada nittee meetin	ams ting min ams ng minu	Yes utes of Septem Yes tes of August 8

# 8). Dii

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

Mike advised the Board of the new employees and how their training was progressing and that we were looking at hiring again.

# 10). Old Business:

HVAC System: Jim advised the project should be starting next week. New Offices: Jim advised that we were still waiting on some material to arrive

### 11). New Business:

Approval of Union Contract: A motion by Lt. Torrey second by Ms. Batzer to approve the union contract for 4 years. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

Ms. Batzer advised the Board of the County will be changing to PTO time still working on the details. Discussion was held between Mr. Adams U/S Gutowski and Ms. Batzer more changes may be coming.

Director's work agreement: some discussion was held on the Director's performance and a motion by Mr. Adams second by Mr. Sopha to approve the Director's work agreement for 1 year. A roll call vote was taken.

U/S Gutowski Yes Chief Glass Yes Lt. Tabaczka Yes Mr. Adams Yes Mr. Sopha Yes Lt. Torrey Yes Ms. Batzer No

Some discussion was held on the Deputy Director's work agreement and a motion by Mr. Adams second by Lt. Torrey to approve the agreement for 3 years.

U/S Gutowski Yes Chief Glass Yes Lt. Tabaczka Yes Mr. Adams Yes Mr. Sopha Yes Lt. Torrey Yes Ms. Batzer Yes

Ms. Batzer advised the Board that the County was working on having no more work agreements.

A budget hearing was held just before the Board meeting with no comments received. A motion by Mr. Adams second by Lt. Torrey to approve the proposed 2020 / 21 budget. A roll call vote was taken.

U/S Gutowski Yes Chief Glass Yes Lt. Tabaczka Yes Mr. Adams Yes Mr. Sopha Yes Lt. Torrey Yes Ms. Batzer Yes

#### 12). Good of the Order:

Ms. Batzer apologized for missing the budget Meeting.

U/S Gutowski advised the Board that Lt. Ryan Tabaczka would be taking a transfer and would no longer be on the board. U/S Gutowski requested a letter from MSP advising of who would be replacing Lt. Tabaczka on the board. Whished ryan well in his new position.

Lt. Tabaczka advised he would get the letter to us and he thinks Trp. David Skorka will be replacing him.

U/S Gutowski advised the board of the Director and Deputy Director's evaluation, Ms. Batzer requested a 1 months' notice when they were due, and she thinks the evaluation form needs to be changed.

# 13). Adjournment:

A motion by Mr. Sopha second by Chief Glass to adjourn. All votes in favor. Meeting adjourned at 10:50 am.

Respectfully Submitted Jim Espvik 911 Director